

Date: October 2, 2017

Subject: *FIRST*® LEGO® League Youth Invitation Process Now Open

Dear Mississippi *FIRST*® LEGO® League Teams:

This is email blast #3 from Mississippi FLL to *FIRST*® LEGO® League teams for the HYDRO DYNAMICS season. You are receiving this email because you are listed as a purchaser, coach or alternate coach for a registered *FIRST*® LEGO® League team for the upcoming season. All season team email blasts from the Mississippi FLL will be archived on the Mississippi *FIRST*® LEGO® League website on the Coaches' Corner page [here](#).

FIRST® LEGO® League Youth Invitation Process Now Open

At team check-in at every level of competition, the coach will need to hand-in a team roster. The team roster is printed from the coach's DASHBOARD. To populate your team roster in the system, you need to invite your team parents to apply their children to be a member of the team.

Here is how you do that:

1. Log into your FIRST Account.
2. Select MY TEAMS tab if it isn't already selected.
3. Select the team you want to invite members to. (Some coaches have multiple teams)
4. Under TEAM CONTACTS/ROSTER, click on INVITE CONTACTS
5. Scroll to the bottom of the page to PARENT GUARDIAN INVITATION
6. Click on the arrow in front of PARENT GUARDIAN INVITATION
7. Click on +INVITE
8. Fill out form: Contact Type is PARENT/GUARDIAN
9. Invite all the team members' parents at once by using the "add another"
10. Check the box for Email me a copy
11. The invitations are team specific. If you only have a single team, then you invite all your team members from the same window. If you have multiple teams. You need to do steps 4 through 10 after selecting the correct team in step 3.

For a Cheat Sheet to Walk you through the steps go [here](#).

Your invitation to the parents will generate an electronic invitation inviting them to register their students.

I have a son on a FIRST TECH Challenge team and below is a copy of the invitation that I received as a parent. Your parents will receive a similar invitation, but it will be from FIRST LEGO League.

Hello Teresa,

Welcome to the FIRST Tech Challenge!

A Team Contact for Team Techno Warriors Advanced - 3486 has invited you as the Parent/Guardian

Contact to apply your child to be a member of the team.

To register, please create a Parent/Guardian account at www.firstinspires.org if you do not already have an account from a previous season. If you already have a Parent/Guardian account, you may login with the same email address and password used previously.

Once you have entered all your information, please select the "Parent/Guardian-Youth" button from the dashboard to begin registering your child.

If you feel you have received this e-mail in error, please click on the invitation link and decline it or notify ftcteams@firstinspires.org and include the word "Invitation" in the subject.

Every student team member needs to be listed on the team roster with the electronic consent box checked. For whatever reason, if you have parents who do not register their students electronically, this is what you do as a coach. You write in those team members names on the electronic roster and attach a parentguardian signed paper copy of the consent and release form. **Keep an extra copy of this parent/guardian signed consent and release form because you will need it again if your team advances to the Mississippi FLL Championship.**

Remember, the region website is your best resource for finding tournament participation information. Become a part of the conversation and ask to join the Mississippi *FIRST* LEGO League Facebook page [here](#).

Please contact me if you have questions about inviting team members to your team.

Go Teams!

With high-fives and admiration,

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